

~~SECRET~~  
SECURITY INFORMATION

21 January 1953

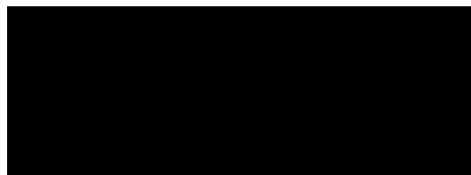
MEMORANDUM FOR: Chief of Administration, DD/P  
VIA: Chief of Administration, FI  
SUBJECT: Reclassification of Slot, WH T/O

1. It is requested that Slot No. 15.01, Mail and File Clerk, GS-4, on the Administrative and Logistics Staff of this division's headquarters Table of Organization, be reclassified to Mail and File Supervisor, GS-5.

2. This position had been allocated at GS-5 on a previously approved T/O (copy attached, position 14); however, in the retyping of the division's present T/O, prior to submission for approval, this position was listed as GS-4 in error.

3. The duties of this position consist of complete responsibility for this division's Registry; routing, after review, and disseminating of dispatches and cables to the appropriate branches and staffs for action, establishing controls and files, and supervision of one Mail and File Clerk, GS-4.

4. It is requested that this position be reclassified at an early date.



Chief, WH

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Attach: Copy WH T/O